

SEP
 17
 1940
 405A
 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 405A

INSTRUCTIONS FOR FILLING OUT FORM SR-414, "APPLICATION FOR PAYMENT,"
AND FORM SR-421, "MULTIPLE-FARM REPORT"

(For farms in Area A)



Index of Special Items

	<u>Page</u>
(1) "Dummy" applications	2
(2) Corrections on Forms 414	2
(3) Erroneous notice of allotment	3
(4) Idle farm provision	3
(5) Sale, abandonment, or loss of control by legal process	5
(6) Death or incompetence	6
(7) Division of acreage on allotment basis	6
(8) Multiple-farm list for State office	8
(9) Assignments, Forms ACP-69	8
(10) Signatures of interested persons	9
(11) Closing date for filing original applications	10
(12) Supplemental applications	10
(13) Approval of Forms 414 by county committee	11

Form SR-414, "Application for Payment"

Form SR-414, "Application for Payment" (hereinafter referred to as Form 414 or application), shall be prepared in quadruplicate. The data thereon will be taken from Form SR-414A, "Application Work Sheet" (hereinafter referred to as Form 414A), Form No. ACP-64, "Request for

Material as Grant of Aid Under the Agricultural Conservation Program," Form ACP-69, "Assignment," and Form AAA -372, "Producer's Request for Set-Off."

"DUMMY" APPLICATIONS: If a person files an application with respect to one farm in the county he must also file an application with respect to all other farms in the county in which he has an interest in any soil-depleting crop grown thereon. Where, because of this requirement, a "dummy" application is executed for a farm which was not covered by a Form SR-301, "Farm Work Sheet," within the prescribed time limit, the words "No Payment - Late Work Sheet" should be prominently written across the face of the application. Such application need not be signed by any interested person but must be otherwise complete and must be signed by the secretary of the county agricultural conservation association (hereinafter referred to as association secretary) and by a member of the county committee on behalf of the committee.

The entries to be made in the county office and by the applicants on Form 414 have been indicated by broken lines. Where a given space has been indicated for a county office entry but is not applicable to the farm in question, it shall be left blank.

CORRECTIONS ON FORMS 414: Any correction in the data on Form 414 shall be made by drawing a line through the original entry (which must remain legible) and entering the correct data immediately above or beside the original entry. Such correction should be initialed by the county committeeman whose signature appears in line 26 of the application. If, however, such committeeman is not readily available for the purpose of initialing the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in line 26 above the signature of the first committeeman who signed.

SECTION 1. - REPRESENTATIONS AND APPLICATION FOR PAYMENT:

Each applicant should familiarize himself with the provisions of section 1, since they constitute the representations upon which he is basing his claim for payment.

SECTION 2. - CERTIFICATE OF COUNTY COMMITTEE: Each member of the county committee should carefully study the Certificate of County Committee, in order that he may clearly understand the responsibility of the committee in approving applications for payment.

STATE AND COUNTY CODE AND FARM SERIAL NO.: Enter the State and county code, and enter the farm serial number from the corresponding Form 414A. In designated counties in Oklahoma and Texas enter the words "Wind-erosion farm" above the serial number in each case where applicable.

NAME OF COUNTY: Enter the name of the county.

TRANSMITTAL NO.: Make no entry in this space.

LINES 1, 2, 3, AND 4, COLUMNS A, B, C, AND D: Make the same entries in these spaces as appear in the corresponding spaces on Form 414A, except that there will be no entry in line 1, column A.

Erroneous notice of allotment: In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting (seeding), of an acreage allotment larger than the finally approved acreage allotment and was not notified of the finally approved acreage allotment for the crop until after planting (seeding) was completed, and the county committee finds that such producer, acting solely upon the information contained in the erroneous notice, planted (seeded) an acreage to the crop in excess of the finally approved acreage allotment, two copies of the statement prepared in accordance with the last paragraph beginning on page 3 and continued on page 4 of SRB-404A shall be attached to the Form 414 for submission to the State office.

Idle farm provision: If "X" has been entered in the box following the words "50% or more depleting" in line 1, column A of Form 414A, no notation need be made on Form 414 in this connection.

If "X" has been entered in the box following the words "Below 50% but operated" in line 1, column A of Form 414A and an acreage figure has been entered to the left of this box (in accordance with item (1) of amendment 1 to SRB-404A), such acreage figure shall be entered immediately to the right of the acreage figure in line 2, column A of Form 414.

If "XX" has been entered to the left of the box following the words "Below 50% but operated" in line 1, column A of Form 414A, the word "Operated" shall be entered to the right of the acreage figure in line 2, column A of Form 414, and a copy of the statement prepared by the county committee in accordance with the fifth paragraph on page 2 of SRB-404A shall be attached to the Form 414 for submission to the State office.

If "X" has been entered in the box following the words "Farm not operated" in line 1, column A of Form 414A, the words "Not operated" shall be entered to the right of the acreage figure in line 2, column A of Form 414.

LINES 3 THROUGH 8, COLUMN E: Enter from lines 2, 3, 4, and 5, column E of Form 414A. If "X" has been entered after a practice number on Form 414A (indicating that the practice was carried out with material or seed furnished by the Agricultural Adjustment Administration as a grant of aid), this notation must also be entered following the practice number on Form 414.

Where springs or seeps have been developed on the farm as a soil-building practice (practice No. 28 in Oklahoma and practice No. 27 in Texas), it will be necessary that a statement, in duplicate, over the signature of the producer(s) who carried out the practice and a member of the county committee, be submitted with the Form 414, setting forth the following information with respect to each spring or seep developed:

- (1) Whether the spring or seep was developed in soil or gravel or in rock.
- (2) The number of cubic feet of soil or gravel or of rock excavated in developing the spring or seep.

In determining the number of units of this practice to be entered on the Form 414, do not include the units of any single spring or seep if they amount to less than 13 practice units and do not include more than 67 practice units for any single spring or seep.

In cases where no soil-building practice was carried out on the farm in 1940, a zero or the word "None" must be entered in line 8, column E of Form 414.

LINE 1, COLUMN FGH: LINE 2, COLUMN H: LINE 3, COLUMN I: AND LINE 4, COLUMN H OR I: Enter from the corresponding spaces on Form 414A.

LINE 12, COLUMNS FG AND I: Enter from the corresponding columns in line 5 of Form 414A.

LINES 13, 17, AND 21, COLUMN A: Enter from line 6 and succeeding lines, column A of Form 414A.

It is assumed in this connection that the names of the landlords (except those who rent their entire farm for cash, standing, or fixed rent), tenants, and sharecroppers entered in line 6 and succeeding lines, column A of Form 414A, are those persons who (1) are entitled, at the time of harvest, to share in the proceeds of one or more of the crops listed in line 1, columns B, C, or D, thereof; (2) have participated in carrying out one or more approved soil-building practices on the farm in 1940; or (3) were owners or cash, standing, or fixed rent tenants of the farm on June 30, 1940, and restoration land is designated for the farm in 1940. If the county committee determines, however, that one or more of the persons originally shown on the Form 414A are not, at the time of harvest, entitled to share in any such crop, and have neither participated in carrying out approved soil-building practices on the farm nor are eligible to receive payment with respect to restoration land, the names of such persons should be stricken through (so as to remain legible) on the Form 414A.

Sale, Abandonment, or loss of control by legal process: As to what is meant by the term "at the time of harvest" in cases of sale, abandonment, or loss of control by legal process, the following interpretation shall be observed: and from own credit in

In cases where, through sale or legal process, a landlord, tenant, or sharecropper loses his interest in a crop prior to or during harvest, but retains, for the remainder of his tenure under the lease or operating agreement, his position as a producer on the farm on which the crop was grown, and in cases where a tenant or sharecropper abandons a crop which has failed, such person will be entitled to all of the payment, and subject to any deduction, computed with respect to his interest in such crop. 1/

If a landlord, tenant, or sharecropper loses his interest in a crop through sale or legal process and also relinquishes his position as a producer on the farm, or if a tenant or sharecropper abandons a crop the yield of which justifies the harvest thereof, his successor-in-interest will be entitled to all of the payment, and subject to any deduction, computed in connection with such interest, except that, if the loss of or abandonment of such interest and relinquishment of the position of producer takes place after the beginning of and before the completion of harvest, the payment or deduction will be divided between the original producer and his successor-in-interest in the proportion that such persons share in the crop, or proceeds thereof, harvested from the acreage in question.

The name of a landlord (if other than the operator) shall be followed by the notation "(LL)," and the name of an operator shall be followed by the notation "(OP)." Where a tenant-operator is a cash, standing-rent, or fixed-rent tenant, this fact shall be noted

1/ In counties in Oklahoma and Texas which have been designated as areas which are subject to serious wind erosion in 1940, the net payment or net deduction computed in connection with a crop which has failed and which has been abandoned by the operator will be divided between such operator and his successor-in-interest in the proportion that the county committee determines that they contributed to the total expense of seeding and cultivating the crop and of carrying out erosion control practices with respect to the acreage on which the crop was seeded, provided that, if the county committee finds that the original operator abandoned the crop without making any arrangement with his landlord or another producer for carrying out necessary wind-erosion-control measures on the farm, the payment computed for such operator in accordance with the above instructions shall be disallowed.

in parentheses following his name.

If there are more than three interested persons, Form SR-410, "Continuation Sheet for Application for Payment (Form SR-409 or SR-414)." will be used. Each such continuation sheet must be properly identified by the State and county code and farm serial number and securely attached to the related Form 414.

Death or incompetence: If a person who otherwise would have shared in the payment dies or becomes incompetent before Form 414 is executed by him, the name to be entered on Form 414 will be the applicable one of the following:

- (1) If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered.

(Example: "John H. Doe, executor (or administrator) of the estate of Edward Doe, deceased.")

- (2) If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased." or "W. R. Roe, trustee for the heirs of Richard Roe, deceased.")

- (3) If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "John H. Doe, guardian (or committee) of the estate of Edward Doe, incompetent.")

LINES 14, 18, AND 22, COLUMN A: Enter the full mail addresses of all interested persons from line 7 and succeeding lines, column A of Form 414A.

LINES 13, 17, AND 21, COLUMNS B, C, AND D: Enter from line 6 and succeeding lines, columns B, C, and D of Form 414A.

Division of acreage on allotment basis: If the acreage shares on Form 414A have been circled for one or more crops and revised acreage shares entered above by reason of the fact that the acreage of the crop for one or more of the producers has been substantially reduced by flood, hail, drought, or insects in 1940, enter the uncircled

figures on Form 414 and enter in line 2 of the respective column, above the 1940 acreage figure, the cause of the reduction as it appears in line 5 of the respective column of Form 414A.

If the acreage shares on Form 414A have been circled for one or more crops and revised acreage shares entered above by reason of the fact that the farm is composed of two or more separately-owned tracts of land and is covered by a Form ACP-95, "Combination-Farm Share Agreement," enter the uncircled figures on Form 414 and enter in line 2 of the respective column, above the 1940 acreage figure, the notation "ACP-95."

If the acreage shares on Form 414A for cotton have been circled and revised acreage shares entered above by reason of the fact that the total acreage of cotton on the farm in 1940 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been planted thereon by any tenant or sharecropper in 1940 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally plant thereon, enter the uncircled figures on Form 414. In such cases if all interested persons have not signed a separate statement agreeing to the acreage shares represented by the uncircled figures in column B of the Form 414A (or have not signed a 1940 cotton parity payment application agreeing to the same acreage shares), it will be necessary that all such persons sign the Form 414 or that such form be corrected to show, with respect to cotton, only the names and shares of those producers who are entitled to share in the actual acreage of cotton planted on the farm in 1940 (that is, the circled figures in column B of the Form 414A). Where the interested persons have agreed on a separate statement to the acreage shares represented by the uncircled figures in column D of Form 414A and all interested persons do not sign the Form 414, a copy of such statement, approved by a member of the county committee on behalf of the committee, shall be attached to the Form 414 for submission to the State office. Where the interested persons have signed a 1940 cotton parity payment application showing the same acreage shares (and all interested persons do not sign the Form 414 or a separate statement agreeing to the acreage shares), a statement to that effect, signed by a member of the county committee on behalf of the committee, shall be attached to the Form 414 for submission to the State office.

LINES 13, 17, AND 21, COLUMN E: Enter from line 6 and succeeding lines, column E of Form 414A. When the notation "Actual producer on this farm in 1940" has been entered in columns B, C, and D of Form 414A for a tenant or sharecropper (in accordance with the second paragraph beginning on page 9 of SRB-404A), the same notation shall be entered in the corresponding space on Form 414.

LINES 16, 20, AND 24, COLUMN B: For each interested person, enter the word "Yes" or "No," whichever is applicable. "Yes" shall

be entered in all cases where it appears on the Form 414A and in any other case where it is found that the producer is interested in one or more farms or ranching units in any other county in the State (or in one or more farms, ranching units, or turpentine places in any other State, where applicable). "No" should never be entered in this space until the applicant himself has indicated that he has no such interest in any other county (or State, if applicable). The county office has records on which to answer the question insofar as the applicant's interests in the county are concerned, but ordinarily its records do not cover such person's interests outside the county.

MULTIPLE-FARM LIST FOR STATE OFFICE: Before any Forms 414 are submitted to the State office, the county office must prepare and forward to the State office a typed list setting forth the following information in separate columns:

- (1) The names of all producers who are participating in the program and who are interested in more than one farm or ranching unit in the county, with the names arranged in alphabetical order.
- (2) The full mail addresses of the producers.
- (3) The serial numbers of all farms and ranching units in which the producers are interested. If all the serial numbers cannot be entered on the same line with the name and address of the producer they shall be entered on the line(s) immediately below or on a supplemental list securely fastened to the applicable sheet of the principal list.

The list submitted to the State office must be certified as correct by at least two members of the county committee and by the association secretary. If any error or omission is discovered after the list is submitted, the State office must be notified of the correction immediately.

LINES 16, 20, AND 24, COLUMN CDE: Enter from line 7 and succeeding lines, column CDE of Form 414A. If any part of the material or seed has been misused, a copy of the statement prepared in accordance with paragraph DD, page 10 of SRB-404A, shall be attached to the Form 414 for submission to the State office, and separate entries shall be made for such of the material or seed as was misused and for such as was not misused. The original Form ACP-64 must be attached to the Form 414 in all cases where applicable.

LINES 16, 20, AND 24, COLUMN FGHI AND COLUMN J - ASSIGNMENTS, FORM ACP-69: If "Yes" is entered in the corresponding space on Form 414A, data from the Form ACP-69 (or Form AAA-372, if applicable) shall be entered in these spaces.

In the case of an assignment, enter the name and mail address of the person to whom the assignment was made. Such assignment shall not be recognized, however, unless the assignee has properly executed Part II of Form ACP-69 and it is shown therein that part or all of the amount advanced remains unpaid. If more than one assignment has been made by a given producer with respect to the farm, only the first assignment filed in the county office on Form ACP-69 and remaining unpaid at the time the Form 414 is executed shall be honored. In the case of a Form AAA-372, enter "AAA-372" in the space provided for the name of the assignee. The Form ACP-69 (or Form AAA-372) shall be attached to the Form 414 for submission to the State office, and in all cases the Form ACP-69 must have entered thereon the date on which it was filed in the county office. If there is no outstanding assignment or Form AAA-372, the word "None" shall be entered.

Enter in column J the amount of the assignment remaining unpaid at the time the Form 414 is executed, from Part II of Form ACP-69, or the amount on Form AAA-372, whichever is applicable. If the amount shown in Part II of the Form ACP-69 exceeds the amount in Part I of that form, the assignment shall not be accepted unless the excess amount covers interest charges (at not more than the maximum rate per annum chargeable under the law of the State in which the farm is located) originally provided for in Part I of the form. The county office shall check the amount shown as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest per annum not in excess of that specified in Part I of the Form ACP-69 and for a period not exceeding that during which the amount advanced remained unpaid, counting up to not later than the date Part II of the form was executed.

LINES 15, 19, AND 23, COLUMN A - SIGNATURES OF INTERESTED PERSONS: After all necessary data have been entered thereon the signature of each applicant shall be affixed on the original Form 414 in ink or indelible pencil. Signatures on the application should be in the style set forth in ACP-16, "Instructions on Signatures and Authorizations," which is hereby made a part of these instructions. Under no circumstances shall a producer be requested or allowed to sign an application in blank. The producer's signature must agree with his name as it appears in line 13, 17, or 21, and must be in the original handwriting of such producer. (In case a duly authorized representative has been appointed in writing in accordance with existing procedure (Form No. AAA-379, 380, 381, or 382, or equivalent) or by a court (as, for example, an administrator, executor, or guardian), such representative shall sign his own name and title, showing for whom he acts and the capacity in which he acts.) Traced signatures, carbon impressions, and facsimile signatures on the original Form 414 are not acceptable, but carbon impressions are acceptable on the copies of the form.

The county committee is charged with the responsibility of

determining that a person who signs an application in a representative capacity has the authority so to act, and the signing of Form 414 by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority. In the event the members of the committee do not have the personal knowledge that each such person has proper authority, they should require such person to submit evidence of his authority. (See ACP-16 and Forms No. AAA-379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney or other authorization on the applicable AAA form or other form be secured for substitution unless the power-of-attorney or other authorization now on file in the county office is found to be inadequate to prove the authority to act currently. No written evidence of authority need be attached to the Form 414 when it is submitted to the State office for payment.

If any interested person who otherwise would share in the payment refuses to sign the Form 414, a statement by such person, setting forth his reason for refusing to sign, should be attached to the Form 414. If such statement cannot be obtained, there should be attached to the Form 414 a statement signed by a member of the county committee or by the association secretary indicating the efforts which have been made to secure the signature and statement of such producer and the reason for his refusal to sign the application or make the statement. If for any other reason the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign shall be entered on the Form 414 in the space where his signature would otherwise have been affixed and such entry shall be initialed by a member of the county committee or by the association secretary.

CLOSING DATE FOR FILING ORIGINAL APPLICATIONS: Each original application must be properly signed by the interested persons and filed in the county office on or before March 31, 1941.

SUPPLEMENTAL APPLICATIONS: In cases where a producer fails to sign the original application, payment may be made later to such producer if, within the time limit for accepting such applications, he submits an application on a supplemental Form 414 properly executed by him. The basic data on the supplemental Form 414 must be identical with those on the original application, except that the letters "Supp." should appear in the upper right corner immediately following the farm serial number. Such supplemental Form 414 need not include the acreage or percentage shares or the signatures of any producers other than those applying for payment on the supplemental application, but must be signed by the association secretary and a member of the county committee.

LINES 16, 20, AND 24, COLUMN A: The signature of a witness is required only where the signature of the producer is affixed by

mark. Each such signature must be witnessed by a disinterested person.

LINE 25, COLUMN A: After all necessary data have been entered on the Form 414, it shall be carefully checked and reviewed by a competent employee of the county office specially designated for this purpose. If this person finds the application to be correct in every detail he shall affix his initials in the space provided.

LINE 26 - DATE FILED: Enter the date on which the signed application is filed in the county office. This will be the date on which the applicants affix their signatures in those cases where they come to the county office to sign the application. Where all applicants do not sign the application on the same date, the date to be entered will be the latest date on which the signature of any applicant is affixed, which in no event may be later than March 31, 1941, on original applications. Where the application is taken out or mailed out of the county office for signatures, the date the signed application is returned to the county office or, if returned by mail, the date of the postmark on the envelope, will be considered as the date of filing.

LINE 26 - APPROVAL OF FORMS 414 BY COUNTY COMMITTEE: If the county committee finds that the data on Form 414 have been correctly entered and that the person(s) making application for payment are eligible under the regulations and instructions to receive payment with respect to the farm covered by the Form 414 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The committeeman who signs must not be a near relative of any interested person shown on Form 414 or have any sort of financial interest in the farm covered thereby or in any crop grown thereon.

In approving Forms 414, the county committee must not overlook any of the following items, which are covered in detail in Part IV of SRB-404A:

- (1) Change or reduction in tenants and sharecroppers: A copy of Form ACP-119 must be attached to the Form 414 for submission to the State office in each case where required under the instructions in SRB-404A or any amendment thereto.
- (2) Offsetting performance: Two copies of the statement must be attached to the Form 414 for submission to the State office in each applicable case.
- (3) Unsound practices on forest land or woodland: Two copies of the statement must be attached to the Form 414 for submission to the State office in each applicable case.

- (4) Wind-erosion hazard: In designated counties in Oklahoma and Texas, one copy of the statement must be attached to the Form 414 for submission to the State office in each applicable case.
- (5) Evasion of \$10,000 limitation: Two copies of the statement must be attached to the Form 414 for submission to the State office in each applicable case.
- (6) Misuse of soil-conserving crops: In designated counties in Oklahoma and Texas no application may be approved for a farm where the notation "Soil-conserving crops misused" appears near the top of the Form 414A covering such farm. If it is necessary that the application be submitted to the State office in connection with a group of multiple farm cases, the notation "Soil-conserving crops misused" should be prominently written across the face of the Form 414 and a copy of the Form ACP-77 attached thereto.
- (7) Knowingly overplanting cotton allotment: One copy of the Form SRM-447 or statement, prepared in accordance with SRM-448, must be attached to the Form 414 for submission to the State office in each applicable case. Where one producer on a farm is found by the county committee to have knowingly overplanted cotton on another farm in 1940, the notation "knowingly overplanted" shall be inserted above that producer's name on all Forms 414 on which his name appears. It is not required that a Form 414 be prepared for a farm on which the county committee determines that the cotton allotment is knowingly overplanted, except in cases where the landlord is excused of the overplanting, or one or more producers on the farm have no interest in the cotton planted thereon.
- (8) Defeating purposes of program: Two copies of the statement must be attached to the Form 414 for submission to the State office in each applicable case.

LINE 26 - SIGNATURE OF COUNTY ASSOCIATION SECRETARY: After the application has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may from time to time designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents in lieu of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in the files of the association.

SUBMITTING FORMS 414 TO STATE OFFICE: Forms 414 shall be listed on Form SR-315, "Transmittal Sheet," for submission to the

State office.

The original and all copies of Forms 414, with inserted carbons intact, shall be submitted to the State office. The county office copy and producer's copy will be returned to the county office after computations have been made thereon, at which time the producer's copy should be delivered to the farm operator.

Form SR-421, "Multiple-Farm Report"

Before any payment application is submitted to the State office for a producer for whom the word "Yes" is entered in column B, section 3 of Form 414, or at the time the first such application is submitted, a Form SR-421, "Multiple-Farm Report" (hereinafter referred to as Form 421), shall be executed and submitted to the State office along with all "possible deduction" applications for such producer. Failure to comply with this requirement may result in the suspension to the county office of payment applications for such producer. In cases where the county committee has found that a producer for whom a Form 421 is prepared knowingly overplanted cotton in 1940 on any farm, the notation "Knowingly overplanted" shall be entered on Form 421 following the serial number of such farm.

Form 421 is to be executed in duplicate in accordance with the following instructions:

NAME OF COUNTY: Enter the name of the county.

NAME OF STATE: Enter the name of the State.

NAME OF PRODUCER: Enter the name of the producer as it appears on the Forms 414, except that the surname shall be shown first.

MAIL ADDRESS OF PRODUCER: Enter the full mail address of the producer as it appears on the Forms 414.

SECTION 1. - REPRESENTATIONS OF PRODUCER: The attention of the producer should be called specifically to the representations on the reverse side of Form 421, since they become such producer's own statements when he signs the Form 421.

SECTION 2. - CERTIFICATE OF COUNTY COMMITTEE: The county committee should carefully study the certificate on the reverse side of Form 421, in order that it may clearly understand its responsibility in approving the form.

LINES 1 THROUGH 20, COLUMN A: Enter in numerical sequence, from the card index maintained in the county office, the serial numbers of all farms in the county (1) on which the producer shares in any crop produced thereon and on which it has been definitely determined that no deduction will accrue to such producer, or (2) on which

he, as landlord or operator, participates only in the carrying out of one or more approved soil-building practices in 1940 and with respect to which he will file an application for payment. For any such farm which is considered as not operated in 1940, enter the words "Not operated" immediately following the serial number thereof.

A definite procedure should be worked out in each county office for distinguishing applications involving a net payment from those which involve a net deduction, in order that no serial number may ever be entered in column A of Form 421 for a case which actually involves a net deduction. This means that one or more persons in the county office must understand exactly how to compute payments and deductions.

If the producer is interested in any ranching units in the county with respect to which he will file an application for payment under the 1940 Range Conservation Program, enter the serial numbers thereof (each preceded by the letter "R") in numerical sequence below the farm serial numbers.

LINES 1 THROUGH 20, COLUMN B: Enter in numerical sequence, on the lines immediately following those which have entries in column A, the serial numbers of all farms in the county on which the producer shares in any crop produced thereon and on which it appears that a deduction may possibly accrue to such producer. The placing of a serial number in this column will in no way affect the producer's claim to payment if it develops that the application in question results in a net payment. Therefore, all borderline cases, that is, all cases where there is a doubt as to whether the application involves a net payment or a net deduction, should be shown in column B, for examination and computation by the State office.

LINES 1 THROUGH 20, COLUMN G: Enter the name of every other county in the State in which the producer has an interest in any farm or ranching unit (and the names of every other State--including Alaska, Hawaii, and Puerto Rico--if the producer is other than an individual, partnership, or estate, in which the producer has an interest in any farm, ranching unit, or turpentine place) with respect to which he will file an application for payment under the applicable 1940 program. This information is necessary for purposes of applying the \$10,000 limitation in payment, and therefore must be called specifically to the attention of each producer.

SIGNATURE OF PRODUCER: The signature of the producer shall be affixed in the same manner as on the applications for payment, and the date thereof shall be entered in the space provided. The rules governing signatures on the applications for payment are also applicable to those on Form 421. Where a producer's signature is made by mark, the signature of the witness shall be affixed in the space provided immediately below.

SIGNATURE OF COMMITTEEMAN: If the county committee finds that the information entered on Form 421 is correct, it shall authorize

one of its members to affix his signature on behalf of the committee in the space provided. The signature of the committeeman constitutes a certification (as on the application for payment) that the committee has found that any person signing the Form 421 in a representative capacity has the necessary authority so to act. The date of the committeeman's signature shall be entered in the space provided.

CORRECTIONS ON FORM 421: Any correction in the serial numbers in column A or B or in the names of counties or States in column G of Form 421 should be made by drawing a line through the original entry (leaving it legible) and entering the correct data immediately above or beside the original entry. Any such correction should be initialed by the committeeman whose signature appears at the bottom of section 3 of Form 421. If, however, such committeeman is not readily available to initial the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials such correction also affixes his signature above the signature of the first committeeman who signed.

SUBMITTING "POSSIBLE DEDUCTION" APPLICATIONS AND FORMS 421 TO STATE OFFICE: All Forms 414 listed as "possible deduction" applications in column B of Form 421 shall be submitted to the State office on Form SR-315 prior to the submission of any payment applications involving the producer in question or at the time of the submission of the first of such payment applications.

The "possible deduction" applications must be complete in every detail except that it is not required that they be signed by anyone except the association secretary and a member of the county committee. If it is convenient, however, and will not delay the submission of the applications and Forms 421 to the State office, the signatures of all interested persons should be obtained. This will make it unnecessary for the State office to return such applications to the county office for the signatures of the producers in cases where it is found that such applications result in payments rather than deductions.

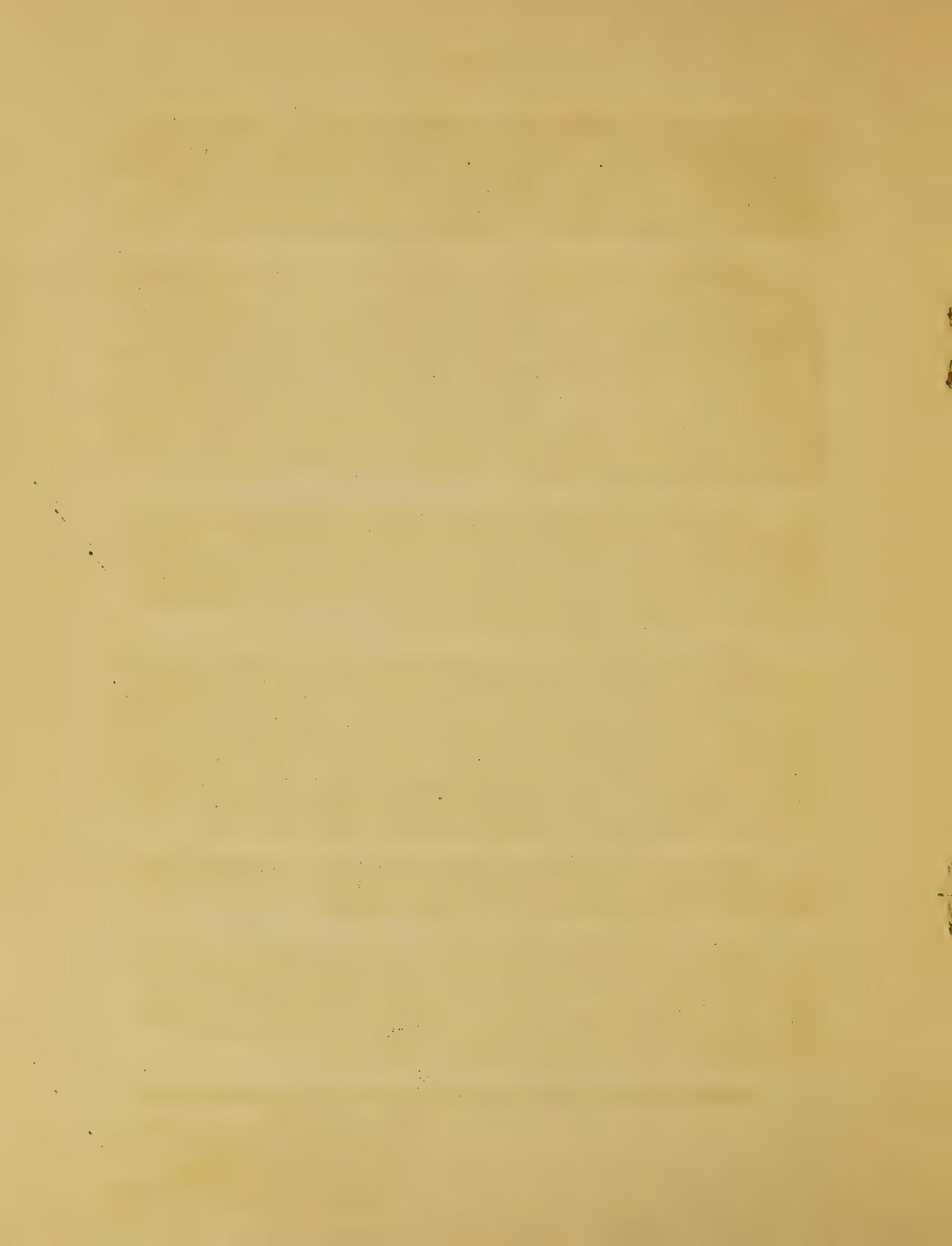
The "possible deduction" applications must be attached to the Forms 421 on which they are listed and the latter forms must be submitted with the applications to the State office.

If it is discovered, after the Form 421 is submitted to the State office, that an error was made in the preparation thereof, a revised Form 421 should be executed and submitted by letter to the State office immediately. Such Form 421 must be complete in every detail and must contain the notation "Revised" above the words "Multiple-Farm Report" in the heading of the form.

Issued July 10, 1940, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.



SRB-405A
Amendment 1

Issued August 21, 1940

SEP 17 1940
LIBRARY
BUREAU OF
AGRICULTURAL ECONOMICS
U.S. DEPARTMENT OF AGRICULTURE
18

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN REGION BULLETIN 405A

INSTRUCTIONS FOR FILLING OUT FORM SR-414, "APPLICATION FOR PAYMENT,"
AND FORM SR-421, "MULTIPLE-FARM REPORT"

(For farms in Area A)

The third paragraph beginning on page 8 of Southern Region Bulletin 405A is hereby amended to read as follows:

"LINES 16, 20, AND 24, COLUMN CDE: Enter from line 7 and succeeding lines, column CDE of Form 414A. If material or seed was obtained as a grant of aid and the application does not show soil-building practices (designated by "X" following the practice number in column E) to an extent equal to the amount of the grant of aid, the county committee shall investigate the case and attach to Form 414 a statement, in duplicate, over the signature of at least two of its members showing the amount and the use made, if any has been made, of the material or seed which has not been used in 1940 in carrying out soil-building practices. If any part of the material or seed not used in carrying out approved practices has in fact been misused, a copy of the statement prepared in accordance with paragraph DD, page 10 of SRB-404A, shall be attached to the Form 414 for submission to the State office. In all cases of the latter nature, separate entries shall be made for such of the material or seed as was misused and for such as was not misused. The original Form ACP-64 must be attached to the Form 414 in all cases where material or seed has been furnished as a grant of aid in 1940."

Issued August 21, 1940, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

DEC 5 1940
S. 405-A
MENCA
5083
1472

SRB-405A
Amendment 2

Issued September 16, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 405A



INSTRUCTIONS FOR FILLING OUT FORM SR-414, "APPLICATION FOR PAYMENT,"
AND FORM SR-421, "MULTIPLE-FARM REPORT"

(For farms in Area A)

Item (1) of the last paragraph beginning on page 11 of Southern Region Bulletin 405A is amended to read as follows:

"(1) Change or reduction in tenants and sharecroppers: A copy of Form ACP-119 must be attached to the Form 414 for submission to the State office in each case where required under the instructions in SRB-404A or any amendment thereto. If the attached Form ACP-119 indicates an unjustified change or reduction in the number of tenants and sharecroppers, a notation similar to the following must be entered in column A of Form 414 (or 410) in an unused space provided for the name, address and signature of interested persons: 'Unjustified change in tenure. _____ (name) is entitled to only _____ percent of the payment with respect to _____ (name of crop).' A separate notation must be entered for each person whose payment is to be reduced and the name and applicable percentage of each crop with respect to which that person's payment will be reduced must be shown. The percentage(s) to be entered will be the applicable percentage(s) from Form ACP-119."

Issued September 16, 1940, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

560
983
B
SEP
17 1940
Ames

SRB-405B
Amendment 1

Issued August 21, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 405B



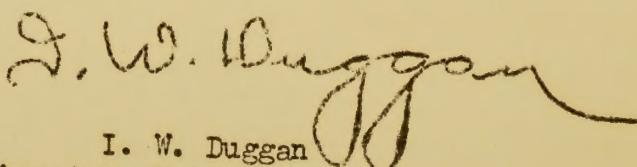
INSTRUCTIONS FOR FILLING OUT FORM SR-409, "APPLICATION FOR PAYMENT."
AND FORM SR-421, "MULTIPLE-FARM REPORT"

(For farms in Area B)

The fourth paragraph on page 7 of Southern Region Bulletin 405B is hereby amended to read as follows:

"LINES 16, 20, AND 24, COLUMN CDE; Enter from line 7 and succeeding lines, column CDE of Form 409A. If material or seed was obtained as a grant of aid and the application does not show soil-building practices (designated by "X" following the practice number in column E) to an extent equal to the amount of the grant of aid, the county committee shall investigate the case and attach to Form 409 a statement, in duplicate, over the signature of at least two of its members showing the amount and the use made, if any has been made, of the material or seed which has not been used in 1940 in carrying out soil-building practices. If any part of the material or seed not used in carrying out approved practices has in fact been misused, a copy of the statement prepared in accordance with the last paragraph beginning on page 9 of SRB-404B, shall be attached to the Form 409 for submission to the State office. In all cases of the latter nature, separate entries shall be made for such of the material or seed as was misused and for such as was not misused. The original Form ACP-64 must be attached to the form 409 in all cases where material or seed has been furnished as a grant of aid in 1940."

Issued August 21, 1940, with the approval of the Administrator.


I. W. Duggan
Director, Southern Division.

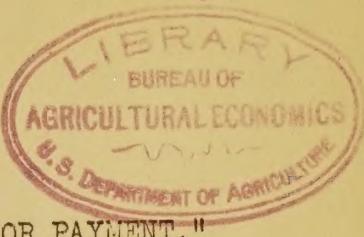
SRB-405B
Amendment 2

Issued September 16, 1940

DEC 5
1940
No. 405/B
AMEND. 2
S: 4
S: 813

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 405B



INSTRUCTIONS FOR FILLING OUT FORM SR-409, "APPLICATION FOR PAYMENT,"
AND FORM SR-421, "MULTIPLE-FARM REPORT"

(For farms in Area B)

Item (1) of the last paragraph beginning on page 10 of Southern Region Bulletin 405B is amended to read as follows:

"(1) Change or reduction in tenants and sharecroppers: A copy of Form ACP-119 must be attached to the Form 409 for submission to the State office in each case where required under the instructions in SRB-404B or any amendment thereto. If the attached Form ACP-119 indicates an unjustified change or reduction in the number of tenants and sharecroppers, a notation similar to the following must be entered in column A of Form 409 (or 410) in an unused space provided for the name, address and signature of interested persons: 'Unjustified change in tenure. _____ (name) is entitled to only _____ percent of the payment with respect to (name of crop).! A separate notation must be entered for each person whose payment is to be reduced and the name and applicable percentage of each crop with respect to which that person's payment will be reduced must be shown. The percentage(s) to be entered will be the applicable percentage(s) from Form ACP-119."

Issued September 16, 1940, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

